

Missouri State Fleet Information System

User's Guide

Acquisition Data Screen

Purpose: To record acquisition cost and related information for that assignment.

Enter acquisition data prior to assignment data to avoid errors on the assignment screen. Acquisition data is required prior to changing the vehicle status to active on the assignment screen.

Step-by-Step Instructions:

- **Acquisition Method** – see table values section
- **Acquisition Date:** date the vehicle was delivered, transferred
- **Acquisition Cost:** Total cost for the vehicle.
- **Acquisition Source** – this is an optional text field where the user could enter the dealer name, agency that the vehicle was transferred from, surplus property, etc.
- **Acquisition City** – select a city by clicking on the “List” button. Only Missouri cities are listed in the city table. For out of state cities, select the “out of state value”. If your agency wants to track out of state acquisition cities, contact the State Fleet Manager to add specific table values.
- **Procurement Funding** –Enter the four digit numeric SAM II fund number in the source field. The sum of the procurement funding source amounts must equal the acquisition cost. If you do not know the SAM II fund number, check with your financial section or inventory control staff.